



**Laura Hinojosa**  
Hidalgo County  
District Clerk

July 15, 2008

Mrs. Martha Salazar  
Purchasing Agent  
Hidalgo County Purchasing Department  
2812 S. Hwy Bus 281  
Edinburg, Texas 78539

Dear Mrs. Salazar:

I am writing in regards to the attached Request for Proposal (RFP) dated June 2, 2008. I am hereby requesting the expeditious processing of the referenced jury software which is budgeted under object code 336, fiscal year 2008.

As you are aware, appropriated funds not utilized before the end of any given year for any given department are returned to the county's general fund for redistribution. Considering the project's significance to my office, in addition the time, work and effort associated in securing these funds, it is my objective to make use of object code 336 as approved by commissioner's court.

Thank you for your attention to this matter. I appreciate your consideration of my request and a report on the status at the earliest convenience. If you have any questions or require additional information, please contact my office at (956) 318-2200.

Respectfully,

A handwritten signature in cursive script that reads "Laura Hinojosa".

Laura Hinojosa  
Hidalgo County District Clerk

Attachment

Post Office Box 87

Edinburg, Texas 78540

Telephone (956) 318-2200

Fax (956) 318-2251

[districtclerk@co.hidalgo.tx.us](mailto:districtclerk@co.hidalgo.tx.us)



**Laura Hinojosa**  
Hidalgo County  
District Clerk

June 2, 2008

Mrs. Martha Salazar  
Purchasing Agent  
Hidalgo County Purchasing Department  
2812 S. Hwy Bus 281  
Edinburg, Texas 78539

Dear Mrs. Salazar:

I am hereby requesting that your office initiate the *Request for Proposal* (RFP) process (if applicable) for the implementation of a **new jury software** and the employment of **record imaging services**. My office has recently been assessing the two to help identify the best service providers to help address our office needs. If you refer to the attached 2008 Budget you will notice that monies were specifically allotted in object code 336 in anticipation of these developments.

The district clerk's office implemented Jury 2000 Plus in 2002. Since then, however, more productive and efficient programs have emerged on to the market. In an effort to better serve our community and to ensure the overall success of our jury department, I have attached a list of system specifications that should be required for consideration.

In regards to scanning and imaging services, our office will require record management specialists who can help us meet the challenge of digitizing records in the most accurate and efficient manner. The district clerk's office began scanning documents in-house in 1996. Hence, it is our objective to commence this initiative by scanning records for the last ten (10) years prior to 1996. Contractors must assess our specific needs and create a plan to digitize, store, access, and protect our records, with a customized solution that meets our budget and timeline. A list of specifications required by potential contractors has also been attached for your review.

Thank you for your attention to this matter. I appreciate your consideration of my request and a report on the status at the earliest convenience. If you have any questions or require additional information, please contact my office at (956) 318-2200.

Respectfully,

A handwritten signature in cursive script that reads "Laura Hinojosa".

Laura Hinojosa  
Hidalgo County District Clerk

Enclosure

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## **JURY SOFTWARE SPECIFICATIONS**

- **Adaptable to Court's environment**

The system allows the local administrator(s) to define and maintain:

- Users' access rights
- All local court information
- Summons and service schedules
- Service end and schedule change parameter including desired juror notices
- Payroll policy parameters, fee codes and processing preferences

- **Process juror source lists**

- Eliminate duplicates among multiple source lists
- Generate and process a suppression file of jurors previously marked for exclusion such as deceased, recently served or other local set criteria
- Random selection at all stages of processing

- **Produce summons**

- Users define jury reporting parameters and summons criteria
- Jurors may be summoned from specified areas of the local jurisdiction to serve in limited jurisdiction court.
- Summons processing can be done in-house or through an outside vendor.

- **Manage groups of jurors**

- Jurors can be moved in (locally defined) groups to new dates and/or new locations.
- Jurors can be service ended in defined groups

- **Process 1-step and 2-step questionnaires**

- Scanning capability allows rapid processing of juror information
- Data capture and demographic reporting is defined and developed per local requirements from questionnaires.

- **Maintain juror information**

- Juror activity details and history records display
- Manually adding jurors possible
- Efficient search capability
- Rapid updating and easy transactions for information processing
- Barcode scanning capabilities throughout juror information processing
- System tracks and reports juror service and yield statistics

- **Record juror service and compute pay**

- Multiple methods of recording attendance
- Attendance credits jurors with pay automatically as defined by local pay rates, waivers and pay policies
- Supplemental pay capability for child-care or other miscellaneous fees
- Ability to produce service certificates or employer verifications

- **Record basic case information and form jury panels**
  - Allows input of Case Identifier and basic information
  - Randomly selects jurors onto the cases and automatically produces reports by local preferences
  - Through local policy, users may use special selection criteria for panel development if desired such as “pre-screening” the jury pool for time or case conflicts.
  - Anonymous juror case reports available, seating charts or other courtroom documents as needed
  
- **Capturing of juror related statistics**
  - Fully integrated database report generation tool to provide standardized statistical reports and/or custom reports development as needed
  
- **Automated payroll capabilities**
  - Payroll may be run at any time
  - Pay information can be designed for processing checks, cash or electronic interface for outside agencies
  - Provides various hard copy reports

## **DOCUMENT IMAGING/SCANNING SPECIFICATIONS**

- US based imaging services
- Contains an integration module and proper capabilities to ensure seamless integration with existing case management software
- Utilize the latest equipment in scanning technology to expedite indexing and validation
- Strict quality controls and reporting
- Experts in both paper and film-based imaging
- Records are kept safe and secure
- Boxes, folders or individual documents are listed when received or processed
- Prepare documents for conversion (separate, remove paper clips, staples, etc)
- Reassemble all documents to original state after scanning
- Provide image enhancement to ensure best quality
- Make manual and automatic indexing available
- Must ensure that all images of paper are captured; will check for quality to ensure legibility
- On and off-site service available